

INTERAGENCY CLASSIFICATION REVIEW COMMITTEE

WASHINGTON, D.C. 20408

NOV 18 1976

Mr. John F. Blake  
Chairman, Departmental Review Committee  
Room 7D26  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Blake:

The Interagency Classification Review Committee (ICRC) has recently acted to revise reporting requirements related to the gathering of management data for the government's Information Security Program.

First, in response to recent Presidential management initiatives to reduce reporting and administrative processing requirements, the reporting frequency for reports from departments to the ICRC will be changed from quarterly to semiannual effective January 1, 1977. Thus, quarterly reports will be required through the remainder of 1976, and the first semiannual reports covering the period January 1-June 30 will be due at the ICRC by July 31, 1977.

Second, in response to suggestions by several departments, the Committee has revised its definition of a "classification abuse" to more accurately reflect the intent of Executive Order 11652. In addition, a new term, "administrative security violation," has been added to the reporting system to provide for the reporting of marking errors--as distinguished from classification/declassification abuses which have the effect of precluding or delaying the release of information to the public in contravention of the letter or intent of the Executive order and its implementing directives.

I have included for your information and use a revised Letter of Instructions regarding the use and preparation of semiannual reports to the ICRC. These instructions are applicable to all reports submitted for reporting periods subsequent to January 1, 1977. These instructions should be brought to the attention of those personnel in your organization involved in the preparation of reports to the Committee. The attached Letter of Instructions supersedes the Letter of Instructions forwarded under my signature, dated March 29, 1976.

With the exception of ICRC Standard Form 322, relatively minor changes are required in the Standard Forms. Consequently, the other forms may, with minor pen and ink changes, be used for the submission of subsequent semiannual reports until the present stock is exhausted. This action will result in a considerable savings in printing cost. Included for

your information and use is a memorandum providing instructions for the necessary pen and ink changes as well as sample copies of the report forms which have the needed changes annotated. Included in the package is a revised copy of Standard Form 322, "Report of Classification Abuses and Administration Security Violations." This form may be reproduced locally and used for the final quarterly report of 1976 and subsequent semianual reports pending its availability in the supply system. It is anticipated that all revised forms will be available for requisition by June 1977.

I request that you give the implementation of these changes your personal attention.

Sincerely,



Acting Chairman

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